

# DENTAL AID PERSONNEL

## Policy & Procedure

---

1925 Russet Way, West Vancouver, BC V7V 3B3 (604)524-3904 Fax: 1(877)238-3198  
Email: janet@dentalaidpersonnel.com

**IMPORTANT NOTE: All applicants for either permanent or temporary placements are the clients of DENTAL AID Personnel. It is understood and agreed that under no circumstance will the Practice or any person(s) employed through the Practice, contact any auxiliaries referred by DENTAL AID Personnel, without the expressed permission of DENTAL AID.**

- **CONFIDENTIALITY:** DENTAL AID Personnel maintains the strictest of confidentiality for the benefit of all parties involved. It is mandatory that the Dentist and auxiliary refrain from sharing the placements names with other offices, Dentists and friends. To do so may result in placement fees being charged to you. If an auxiliary is hired by the Practice or by a third party as a result of a referral by the Practice, the Practice is obligated to pay the regular placement fee.
- **TEMPORARY PLACEMENT:** Fees are non-inclusive and the Practice assumes all responsibility and administration of the employee, including payroll, human resources, WCB and taxes. The placement fee to DENTAL AID is separate. The practice will be invoiced a flat rate fee. Invoices will be faxed out on a weekly basis.
- **PERMANENT PLACEMENT:** Should the Practice wish to hire permanently, either on a full-time or part-time basis, any temporary candidate in your employ referred to you by DENTAL AID Personnel within the last 12 months, you agree to: pay us **all remaining temporary fees up to the date which you notified us** of your desire to hire the auxiliary and pay the further permanent placement fee, as applicable.
- **INTERVIEWS:** For permanent placement, DENTAL AID Personnel will provide you with the names and resumes of candidate who are qualified to fill the position as outlined by the Practice. DENTAL AID Personnel tries its utmost to do all initial interviews and it will be up to the Practice to interview the candidate(s) further if you wish to do so. DENTAL AID will arrange interviews at your convenience. During the interview process you and the auxiliary are free to negotiate hours, wages, benefits etc., whatever you feel necessary.
- If the dentist feels the need to try the candidate for a working interview - one or two hours is acceptable with no charge from DENTAL AID. **DENTAL AID offers and recommends that you try out the applicant(s) for a day, prior to hiring**, especially if you feel one or more applicants may meet your needs. You must call the agency to arrange this.
- **GUARANTEE:** **As the decision to hire an applicant is yours alone, DENTAL AID Personnel can not and does not offer a replacement guarantee.** If you hire an applicant, and it does not work out, DENTAL AID will consider it a temporary

placement that has finished and adjust the bill accordingly. DENTAL AID will do our utmost to replace that employee as soon as possible.

- **It is understood that the Practice will comply with and agree to:**
  - The employment standards Act and the College of Dental Surgeons Delegation of Duties
  - Indemnity and save harmless DENTAL AID Personnel, its principals, employees, and agents from: any and all liability for any claims, damages, complaints, payments, taxes, assessments, penalties, interest or any other amount of any kind whatsoever, arising under any law pertaining to the employment of the candidates, and any and all costs, charges, legal fees and expenses reasonable incurred by DENTAL AID Personnel or such persons as aforesaid in connection with defending any civic, criminal statutory or administrative action, proceeding or other remedy with respect to any such alleged liability.
  
- **It is understood and agreed that DENTAL AID Personnel shall not be liable** for any losses suffered as a consequence of, or arising out of, the employment of any candidate whom we refer to you for either temporary or permanent employment.
  
- If upon or within (1) one year after an interview or the end of a temporary placement period, the Practice wishes to hire the candidate as a temporary or permanent employee, you agree to notify us, and to pay us temporary or placement fees accordingly. **Should you breach the covenant contained in this paragraph, you agree that you will immediately become liable to pay us liquidated damages in the amount of the placement.**

### **EMPLOYER'S AGREEMENT**

**I have read, understood and agree with all of the foregoing. I accept the terms and conditions set out above by DENTAL AID Personnel.** DENTAL AID Personnel works hard for both the employee and client. The above policies have been put in place to ensure the continued success of doing business together. At DENTAL AID we ask that you respect our policies and follow them accordingly.